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Exec. Order 12812

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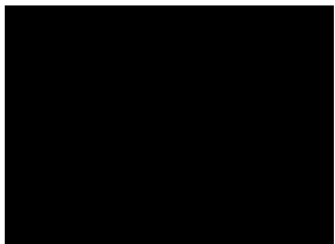
NOV 4 1954


MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Consolidation of the Psychological Services of the Office of Training and the Office of Personnel



1. As you know, during recent weeks the Director of Training and I and members of our respective staffs have been discussing the feasibility of combining the Testing and Evaluation Branch, Placement and Utilization Division, of this Office with the Assessment and Evaluation Staff of the Office of Training. We have now arrived at agreement in this matter and there is attached memorandum for the record dated 1 November 1954 in which it is agreed that the consolidation is desirable. I should like to point out that my concurrence in this move is based primarily on the resulting economy of operations which should be possible, and not that I am unaware of the fact that in most organizations of comparable size the testing function is an inherent part of personnel administration. Under present CIA organizational concepts, however, where responsibility for testing is presently diffused in three components, my agreement in this move at least decreases the number of responsibility points to two.

2. The Testing and Evaluation Branch, PUD, of this Office now consists of the following positions and incumbents:

Psychol-Select Eval	GS-0180.03-14	Q205		GS-14	25X1A
Psychol-Select Eval	GS-0180.03-12	Q321		GS-9	
Psychometrist	GS-0180.04-09	Q211		GS-5	
Psychometrist	GS-0180.04-09	Q211.01		GS-7	
Psychometrist	GS-0180.04-07	Q212		GS-4	
Adm Assistant	GS-0301.02-08	Q446		GS-8	
Clerk-Typing	GS-0301.32-05	Q230		GS-5	

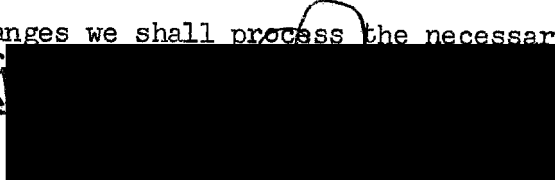
3. All of the positions listed above except that occupied by  should be transferred to the Office of Training, Assessment and Evaluation Staff, where it will be known as the Testing Services Branch. Six personnel ceiling spaces are also to be transferred to OTR. The Budget Officer, Office of Personnel, will arrange for transfer of funds budgeted for this activity and not yet expended.

25X1A

4. The position occupied by  is to be transferred to the Employee Services Division, Services Branch. For the past several months this Office had found it necessary to reinforce the Incentive Awards Program with the services of  The Incentive Awards Program is continuing at its accelerated rate and we see no present possibility of accomplishing the workload of this activity with less than the number of people assigned to it.

25X1A

5. Upon your approval of these changes we shall process the necessary personnel documents to effect the transfer.



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